

Conference for Food Protection – Committee Final Report

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COMMITTEE NAME: Issue

DATE OF REPORT: 16 March 2018

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Vicki Everly and Debbie Watts, Issue Chairs

COMMITTEE CHARGE(S):

Constitutional Charge

Article XV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Issue # 2012 II-008

Work with the Constitution, Bylaws, and Procedures (CBP) Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding roles and responsibilities for each biennium.

- a. duties assigned to Issue Chairs and Issue Reviewers;*
- b. duties assigned to the Council Chairs and Vice Chairs;*
- c. duties assigned to members of the CFP executive team; and*
- d. duties contracted with contract website developer.*

COMMITTEE WORK PLAN AND TIMELINE:

MAJOR TASKS FOR THE 2016-2018 BIENNIUM	ASSIGNED RESPONSIBILITY	TARGET DUE DATE
1. Work with CBP Committee to review/revise CFP governing documents	Issue Chairs w/ Committee members	TBD
2. Re-format existing Issue submission instructions and review checklists into a single comprehensive document: a. Independent (<i>non-committee</i>) submitted Issues b. CFP Committee submitted Issues	Issue Chairs w/ Committee members	Completed: approved at August 2017 EB meeting
3. Review/update (<i>if necessary</i>) Issue related documents: a. Issue Attachment Limitations (<i>approved 08/2013</i>) b. Terms and Conditions for Issue Acceptance (<i>approved 08/2015</i>) c. Issue Pre-submission Form (<i>approved 08/2015</i>) d. Guidance on editing Issues in Council, including “no action” (<i>approved 04/2016</i>) e. Post-deliberation Issue tasks at biennial meeting (<i>approved 04/2016</i>) f. Abbreviated Committee Report and Issue Review Process (2016) g. Position Descriptions (<i>Issue related tasks only</i>)	Issue Chairs w/ Committee members	Completed: - 3a – no edits needed - 3b & 3c approved at August 2017 EB meeting. - 3d submitted with this report for EB approval - 3e – review not complete - 3f – no edits needed. - 3g suggested revisions provided to CBP Chair.
4. Participate in a conference call for Standing/Council Committee Chairs to review the process for preparing and reviewing final committee reports and Issues	Issue Chairs w/ Council Leaders, ED, EA, etc.	Completed: 10/06/2017
5. Ensure online availability of updated 2018 Issue documents: a. Pre-submission Form (<i>posted as an editable MS Word document</i>) b. Issue Preparation & Review – Process & Checklist (<i>posted as a PDF</i>) c. Terms and Conditions for Issue Acceptance (<i>content posted directly on Issue webpage</i>)	Issue Chairs w/ ED, EA	Completed: 10/2017
6. Ensure the Issue Management Program (IMP) and Content Management System (CMS) programs are ready for online Issue submittal/review process	Issue Chairs w/ IT consultant, ED, EA	Completed: 11/2017
7. Conduct preliminary review of the draft of final committee reports and prospective committee Issues (<i>drafts submitted to Council Leaders for review by 11/10/2017; revised documents are submitted back to Issue Chairs by 11/30/2017</i>)	Issue Chairs	Completed: 12/2017
8. Open online Issue submission process	Issue Chairs w/ IT consultant, ED, EA	Completed: 12/12/2017
9. Close online Issue submission process (<i>at least 90 days before biennial meeting</i>)	Issue Chairs w/ IT consultant	Completed: 01/12/2018 mandated date
10. Review all submitted Issues, content documents, and supporting attachments	Issue Chairs w/ designated Issue	Completed: 02/2018

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	Reviewers	
11. Recommend assignment of finalized Issues to Councils	Issue Chairs w/ Committee members	Completed: 02/24/2018
12. Work with Council Leaders to designate order of Issue deliberation	Issue Chairs w/ Council Leaders	Completed: 02/28/2018
13. Prepare final Issue Master Packet and Scribe Packet (<i>available 40 days before biennial meeting</i>)	Issue Chairs w/ IT consultant	Completed: 03/06/2018 mandated date
14. Provide assistance to review/update Scribe Manual	Issue Chairs w/ EA	Completed: 03/2018
15. Coordinate and conduct onsite Issue related activities at the Richmond Biennial Meeting	Issue Chairs w/ ED, EA, Council Leaders	04/15-19/2018

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** All Issue Committee activities were conducted via email.

2. **Overview of committee activities:**

a. Issue Committee Activities:

1) Issue Committee members reviewed 3 draft documents for the 2018 Biennial Meeting; documents were prepared and provided by Issue Chairs with a request for suggested edits and improvements (*see Work Plan activity #3 above*). Revised documents incorporated as many comments as possible; a response was provided to Issue Committee members explaining why some suggestions could not be incorporated at this time.

- June 4-23, 2017: “*Issue Preparation & Review – Process & Checklist*” (20 pages) and “*Issue Pre-submission Form*” reviewed
- July 6-18, 2017: “*Terms and Conditions for Issue Acceptance*” reviewed

All documents were approved at the August 2017 EB meeting for posting on the CFP website.

2) Issue Committee members reviewed 93 finalized Issues and their attached documents and provided recommendations for Council assignment (*see Work Plan activity #11 above*).

- February 19-24, 2018

3) Council Leaders determined final Council assignment for Issues and established order of deliberation (*see Work Plan activity #12 above*).

- February 25-March 1, 2018

b. Issue Chair Activities:

1) August 2016: began compiling an “*Issue Reviewer Notebook*” to provide guidance for Issue Chairs and Issue Reviewers; work will be ongoing thru the 2018 Biennial Meeting. This is an internal working document, to be maintained and updated by Issue Chair(s) to reflect process changes and lessons learned. Contents include reference to and excerpts from approved procedure, step-by-step instructions for assigned tasks, and example email and online messaging; contents currently include: (*Note: months, where indicated, are in chronological order and assume a biennial meeting in April of even numbered years*)

1. *Maintain Issue Documents*
2. *Update the Issue Management Program (IMP) and Conference Management System (CMS)*
3. *Conduct Committee Chair Conference Call (September of odd numbered year)*
4. *Conduct Preliminary Review of Committee Reports and Issues (December of odd numbered year)*
5. *Monitor Online Issue Submission (December-January)*
6. *Conduct Online Issue Review (January-February)*
7. *Finalize Issues (February)*
8. *Assign and Sequence Issues for Council Deliberation (February)*
9. *Prepare Final Issue Packets (March)*
10. *Conduct Onsite Issue Review and Prepare Final Issue Recommendations for Printing/Posting (Biennial Meeting)*
11. *Assist with Post Biennial Meeting Document Preparation*
12. *Appendix: a) Issue History; b) Time Tracking; c) Work Plan (required to be submitted with periodic reports to the Executive Board); d) 2-year Issue Activity Checklist*

2) August 2016: provided Executive Director (ED) and Conference Chair/Vice Chair a draft 2-year “*Issue Activity Checklist*” and timeline for review/comment. Timeline included mandated activities, activities routinely conducted during each biennium, and “new” activities to support the 08/2016 Executive Board (EB) motion focusing on enhanced communication between Issue Chairs and Conference/Council Leaders regarding the status of committee reports and Issues.

3) Fall 2016-spring 2017: reorganized and re-formatted documents listed under #2 on the above *Work Plan* into a single comprehensive document; separate documents had previously been created for

committee Issues and independent Issues.

- 4) March 31, 2017: sent email to Issue Committee members to re-confirm interest and establish a timeline for activities during summer 2017.
- 5) Spring-summer 2017: reviewed 8 documents listed under #3 on the above *Work Plan*.
 - a) *Issue Pre-submission Form (approval date 08/2015)*
 - ✓ Document updated and submitted to Issue Committee members, ED, Executive Assistant (EA), and Conference Chair/Vice Chair for review/comment; final draft approved at August 2017 EB meeting.
 - b) *Terms and Conditions (approval date 08/2015)*
Issue Acceptance Criteria (approval date 08/2015)
 - ✓ Documents consolidated into a single source; draft submitted to Issue Committee members, ED, EA, and Conference Chair/Vice Chair for review/comment; final drafts approved at August 2017 EB meeting.
 - c) *Council Guidance when taking “no action” (approval date 04/2016)*
 - ✓ Document referred to the Conference Chair for discussion by the EB.
 - d) *Issue Attachment Limitations (approval date 08/2013)*
 - ✓ Document reviewed but NO changes were recommended by the Issue Chairs.
 - e) *Guidance on editing Issues in Council including “no action” (approval date 04/2016)*
 - ✓ Document attached to report; to be reviewed at August 2018 EB Meeting.
 - f) *Post-deliberation Issue tasks at biennial meeting (approval date 04/2016)*
Abbreviated Committee Report and Issue Review Process (submitted/reviewed by EB 07/2016)
 - ✓ Documents received preliminary review
- 6) June 20-22, 2017: worked with EA to review/update Scribe/Runner materials for the 2018 Biennial Meeting (item #14 on above Work Plan), including the “*Scribe and Runner Handbook*,” PowerPoint training slides, template for Issue listing sheets, etc.
- 7) June 22, 2017: provided ED and EA with a list of documents used onsite during a biennial meeting.
- 8) June-July 2017: sent draft 2018 version of “*Issue Preparation & Review – Process & Checklist*,” “*Issue Pre-submission Form*,” and “*Terms and Conditions for Issue Acceptance*” to Issue Committee members, ED, EA, and Conference Chair/Vice Chair for review/comment; 9 Committee members returned comments on Issue submission documents, and 2 suggestions were received regarding terms and conditions. Corrections and suggested improvements were incorporated into a 2nd draft.
- 9) June-July 2017: with approval from ED, initiated discussion with IT consultant to update the IMP related to Issue attachments and the posting of finalized Issue documents on the CFP website.
- 10) June-July 2017: with approval from ED, reviewed PD documents related to Issue tasks and review of final committee reports; suggested edits on 8 PDs were forwarded to ED and CBP Chair on 07/16/2017 for consideration and follow-up. Suggested edits were intended to clarify roles and responsibilities for the 2018 Biennial Meeting.
 - Issue Chair
 - Council Chair
 - Council Scribe
 - Parliamentarian
 - Council Committee Chair
 - Council Vice Chair
 - Council Runner
 - Executive Assistant

In addition, inconsistencies were noted in 10 Standing Committee PDs regarding requirements for submitting periodic/final committee reports and, when appropriate, Issues. The Issue Chairs recommend that these PDs be corrected, clarified, and standardized.

Current Standing Committee PD documents include the following statements on committee reports/Issues:

- *Audit: Results of the audit are reported annually to the Board.*
- *CBP: Preparation, submission, and presentation at the biennial meeting, of Issues for Council II deliberations that contain the Board’s recommendations to amend the CFP governing documents.*
- *Finance: Present the financial reports to the full board.*
- *FPMCC: Submits a final report of Committee activities to Council II with recommended actions as part of an Issue submission.*
- *Issue: Submits a report of the Committee’s activities using the approved format to the Board thirty (30) days prior to each spring and fall Board meeting.*
- *Nominating: Submits a report of the Committee’s activities to the Board 30 days prior to each spring and fall Board meeting.*
- *Program: Submits a report of the Committee’s activities to the Board thirty (30) days prior to each spring and fall Board meeting.*
- *Resolutions: Submits a report of the Committee’s activities to the Board thirty (30) days prior to each spring and fall Board meeting.*
- *PSC: Submits the Committee’s final report and Issue(s) for the biennial CFP meeting in accordance with CFP procedures.*
- *Strategic Planning: Submits a report of the Committee’s activities to the Board prior to each semi-annual Board meeting.*

- 11) July 2017: requested ED and Conference Chair place an item tabled from the 04/2017 Issue Report on the 08/2017 EB agenda as unfinished business.

- 12) July 16-17, 2017: exchanged emails with the ED and Executive Treasurer for direction regarding anticipated expenses for Issue review activities in 2018; it was confirmed that expenses were within the committee line item budget so additional EB approval was not required. Estimated expenses were submitted to the ED and Executive Treasurer on 07/31/2017; all reimbursement requests followed established procedures for approval and documentation.
- 13) July 20, 2017: emailed draft #2 of “*Issue Pre-submission Form*,” “*Issue Preparation & Review – Process & Checklist*,” and “*Terms and Conditions for Issue Acceptance*” to Issue Committee members, ED, EA, and Conference Chair/Vice Chair. A response was also provided explaining why some comments/suggestions could not be incorporated with a request to notify Issue Chairs if draft #2 failed to address a specific concern. Two additional points were addressed in the email:
 - ✓ Request for Issue Committee volunteers to consider participating in the Issue review process.
 - ✓ Request for input from Council Leaders to expand guidance for presenting an Issue to Council in Section VI of the “*Issue Preparation & Review – Process & Checklist*.” Currently, the only “official” guidance is from “*Biennial Meeting/ Conference Procedures*” (2016), which states:
 - *Presentation of the Issue to the Council: The submitter of each Issue, or the submitter's representative, is afforded the opportunity to verbally present the Issue to the Council as it is opened for discussion and to address questions that arise during its deliberation. (page 8)*
 - *The Committee Chair or the Committee Chair's designee should be present when the Council meets during the Biennial Meeting to present and discuss the Committee's report. (page 16)*

The 2nd draft of each document was reviewed again by the Issue Chairs and minor corrections and points of clarification were added; final drafts were approved at the August 2017 EB meeting.

- 14) Late July 2017:
 - a) Forwarded draft definition of “Issue” to ED for review/comment; draft definition also shared with the Disparagement Policy Ad-hoc Committee to ensure no conflict with proposed changes to the Commercialism Policy. Draft definitions presented and approved at the August 2017 EB meeting.
 - b) Reviewed Issues from the past 4 biennial meetings (2010 thru 2016) identified by the Disparagement Policy Ad-hoc Committee Chair as including company names or product reference in either the Issue narrative or an attached document.
- 15) August 3, 2017: at request of ED, reviewed Issue related narrative in draft “*Information Booklet*” for the 2018 Biennial Meeting.
- 16) August 2017 EB meeting, the following were approved:
 - a) *Definition of “Issue” and “Issue Proposal”*
 - *An “Issue” is a topic submitted for consideration to the Conference by any interested party addressing an identified concern related to retail food safety and offering a recommended solution to that concern. The process of Issue submission, acceptance, deliberation, and follow up is outlined in the Conference governing documents.*
 - *An “Issue Proposal” includes the official Issue Submission Form and all supporting documentation.*
 - b) “*Terms and Conditions for Issue Acceptance*” (posted on the CFP website)
 - c) “*Issue Pre-submission Form*” (posted on the CFP website)
 - d) “*Issue Preparation & Review – Process & Checklist*” (posted on the CFP website)
- 17) October 2017: provided final Issue documents approved at the August 2017 EB meeting to EA/ED for posting on the CFP website. (see *Work Plan activity #5 above*)
- 18) October 6, 2017: coordinated conference call with Council Leaders to explain final committee report preparation as well as the Issue submittal and review process (see *Work Plan activity #4 above*).
- 19) November 2017: reviewed and updated all online instructions in the Conference Management System (CMS) and the Issue Management Program (IMP) prior to launch of 2018 online Issue process (see *Work Plan activity #6 above*).
- 20) November-December 2017: conducted preliminary review of submitted CFP final committee reports, draft Issues, and committee generated documents. The Issue Chairs extend thanks to the Council Leaders and council committee chairs for submitting all council committee documents by the posted deadline (see *Work Plan activity #7 above*).
- 21) December 12, 2017-January 12, 2018: Monitored online Issue review, responded to queries from Issue submitters, and updated ED, Council Leaders, and Conference Chair/Vice Chair of status (see *Work Plan activities #8 and 9 above*).
- 22) December 14, 2017: initiated discussion with the ED and Conference Chair/Vice Chair regarding the

need to include a statement allowing the Conference to make minor editorial changes to council approved guidance documents prior to posting on the CFP website. At the direction of the EA and Conference Chair, the following statement was added to the “recommended solution” for Issues submitting this type of document:

“...authorizing the Conference to make any necessary edits prior to posting the document on the CFP web site to assure consistency of format and non-technical content; edits will not affect the technical content of the document.”

- 23) December 19, 2017: submitted email request to ED and Executive Treasure to approve committee expenses for Cassandra Mitchell (past Issue Chair) to travel to Florida to participate in Issue review; it was determined that the anticipated expenses would fall within the available budget.
- 24) January 13, 2018 to mid-February: coordinated and conducted online review of 98 submitted Issues and attached documents (see *Work Plan activity #10 above*). Provided periodic status reports to Council Leaders, ED, and Conference Chair/Vice Chair.

Special thanks and gratitude are extended to past Issue Chairs Aggie Hale and Cassandra Mitchell for volunteering their time and talents as Issue Reviewers again this year; their work was invaluable to making the Issue review process a success!

- ✓ 98 Issues were submitted
- ✓ 5 Issues were withdrawn (2 by the submitter; 3 were placeholders not needed)
- ✓ 93 Issues were finalized for deliberation and assigned to councils

<i>Issues for the 2018 Biennial Meeting</i>				<i>Issue History</i>				
	<i>Committee Submitted</i>	<i>Independent Submitted</i>	<i>Total</i>	<i>2016</i>	<i>2014</i>	<i>2012</i>	<i>2010</i>	<i>2008</i>
Council I	5	29	34	48	35	43	26	27
Council II	21	7	28	28	27	38	35	57
Council III	13	18	31	41	30	30	25	28
Total	39	54	93	117	92	111	86	112

- 25) Early February 2018: worked with ED and Conference Chair/Vice Chair to establish criteria and procedures for accepting “late breaking” Issues related to the publication of the 2017 Food Code.
- 26) February 19-March 1, 2018: worked with Issue Committee members and Council Leaders to assign Issues to designated councils and establish a final order of deliberation (see *Work Plan activity #11 and 12 above*).
- 27) March 2-5, 2018: worked with IT consultant to create and review final Master packet and Scribe packets in preparation for posting on the CFP website.
- 28) March 4-16, 2018: reviewed and updated “guidance on editing Issues in Council, including “no action”. Final draft submitted with this report (see *Work Plan activity #3 above*).
- 29) March 6, 2018: provided final Issue packets to ED/EA for posting on CFP website (see *Work Plan activity #13 above*).

3. Charges COMPLETED and the rationale for each specific recommendation:

Except for the activities to be completed onsite at the Richmond Biennial Meeting, all Issue related activities required for the 2018 Biennial Meeting have been completed at the time of this report except for the review and update of the “post-deliberation Issue tasks at biennial meeting”. It will be completed and submitted with the August 2018 EB meeting report.

4. Charges INCOMPLETE and to be continued to next biennium:

Issue 2012-II-008: there has been no activity on this charge during the 2016-2018 biennium. Charge must be completed in conjunction with the CBP Committee; the Issue Committee’s role is to assist only with guidelines and instructions related to Issues.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

1. The Issue Chairs request EB approval of the following:

- a. Guidance on editing Issues in Council; including “no action” (*approved 04/2016*)

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

No Issues have been submitted for consideration at the 2018 Biennial Meeting.

ATTACHMENTS TO THIS REPORT:

1. Content Documents:

- a. **Committee Member Roster:** *See changes noted above under “requested action”* *No changes to previously approved roster*
“Committee Members Template” (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.

b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*

See document listed under "Committee Requested Action for Executive Board"

2. **Supporting Attachments (OPTIONAL):** *Not applicable*

The "Recommended Solution" becomes a stand-alone document... final language MUST be clear and unambiguous.

- The following "edits" do NOT warrant an action of "Accepted as Amended":
 - ✓ Correcting typos or punctuation when the intent does not change.
 - ✓ Corrections identified by the CFP Executive Director and disseminated to all Biennial Meeting participants.
- Correct CFP terminology MUST be used: "Biennial Meeting" to refer to the 2020 meeting in Denver, and "Conference" or "Conference for Food Protection" to refer to the organization.
- All acronyms MUST be spelled out the first time used (*exception: FDA, USDA, CDC, EPA, CFP, HACCP*).
- When making specific changes to an EXISTING DOCUMENT (e.g., Food Code, CFP guidance document) OR to a "content document" (i.e., work submitted for approval with the Issue):
 - ✓ Strikethrough/underline MUST be used for changes to EXISTING language (i.e., underline new or proposed language and use ~~strikes through~~ for language to be deleted).
 - To facilitate debate, Issue submitters MUST bring any AMENDMENTS or REVISIONS to a Recommended Solution OR to a "content document" using underline/~~strike over~~ to identify changes from their original submittal. This formatting MUST be removed from the final Recommended Solution language EXCEPT as required to identify changes to existing documents.
 - ✓ The CORRECT and FULL NAME of a document or attachment MUST be referenced in the Recommended Solution.
 - ✓ The specific code section or document page number MUST be included, if applicable.
 - ✓ ANY edit recommended by Council to an existing document MUST be captured within the Recommended Solution:
 - Use cut-and-paste to move edited language into the Recommended Solution, then use appropriate underline/strikeover to designate changes.
 - ONLY the sections or paragraphs being edited need to be moved into the Recommended Solution.
- Specific direction(s) MUST be given regarding final disposition of the Issue:
 - ✓ "... a letter be sent to the FDA requesting that section ____ of the most current edition of the Food Code be amended as follows ____." **NOTE:** exact language is NOT required when recommending changes to the FDA Food Code.
 - ✓ "... a letter be sent to the FDA requesting an interpretation that clarifies / explains ____, and that the final interpretation document be posted to the Food Code Reference System."
 - ✓ "... a letter be sent to ____ requesting that further investigation be conducted to determine / resolve / study ____."
 - ✓ "... modified language be incorporated into ____."
 - ✓ "... a committee be created to study ____ and charged ____."
- EDITS must NOT violate the CFP Commercialism Policy (all Issues were vetted "as submitted").

CREATING A CFP COMMITTEE

- A specific committee name is NOT required.
- Charges MUST be SPECIFIC and ACHIEVABLE as work must be completed in approx. 15 months.
- Charges are to be NUMBERED and in outline format with minimal use of bullets.
- If a charge includes creating a GUIDANCE DOCUMENT, a specific TARGET AUDIENCE should be identified and included (e.g., regulators, food safety trainers, retail chain facilities, independent operators).
- All committees MUST be charged to "Report back findings and recommendations to the 2020 Biennial Meeting."

RECOMMENDING "NO ACTION"

"No Action" recommendations MUST be accompanied by a specific and defensible reason. The following are offered as guidance; however, Council may craft its own statement as appropriate:

1. "The Issue is adequately addressed in the current FDA Food Code, section(s) ____."
 - Point to consider:** If the Food Code section in question "could" be misinterpreted, should a request for clarification be submitted to the FDA rather than taking "no action"?
2. "Insufficient science / research / information has been provided to take action on the Recommended Solution."
 - Point to consider:** Should a request be submitted to Federal agencies to conduct any needed research rather than taking "no action"?
3. "Council could not reach consensus on the Issue."
 - Point to consider:** Should a CFP committee be created to study the Issue rather than taking "no action"?
4. "The Issue is outside the scope of the Conference for Food Protection."
5. "The Issue is addressed in Issue 20xx-x- ____."
6. "The submitter recommended that the Issue be withdrawn."

The following are NOT acceptable reasons for taking "No Action":

- ✓ "Submitter was not present."
 - Reason:** Submitters are NOT required to be present for an Issue to be deliberated.
- ✓ "Issue violates the CFP Commercialism Policy."
 - Reason:** All Issues were previously vetted "as submitted."